

Storm Drain Inlet Marker Installation Project Instructions



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City of Green Bay Storm Drain Inlet Marker Installation Project

Introduction

The City of Green Bay Storm Drain Marking Project was developed to provide a visible reminder of the consequences of improper waste disposal in storm drains. The project focuses on storm drains because they are pipes that can carry pollution into our area waterways.

Generally, youth groups (scouts, high schoolers, special interest groups) would contact the City of Green Bay and express an interest in marking the storm drains in their community. The City of Green Bay provides equipment that includes markers that read "NO DUMPING - DRAINS TO WATERWAYS".

"Sewers" Are Not For Trash!

The City of Green Bay maintains two types of sewers: sanitary sewers and storm sewers. **Sanitary** sewers are those that carry wastewater from houses, businesses and industrial processes to wastewater treatment plants for cleaning before discharging the treated water into a river. **Storm** sewers collect rainfall that lands on our houses, lawns and streets, and sends it directly to our nearby waterways.

Contrary to popular belief, water pollution is not solely caused by large companies and industries. Through government laws, point source pollution (pollution that has a definite origin), such as discharge pipes from a factory or sewer district releasing wastewater into a stream, has been regulated. However, our water resources are still at risk from another source of pollution called "non-point source" pollution. Non-point pollution comes from many diffuse sources as rainfall or snowmelt that moves over the ground. When it rains, the runoff (the portion of rainwater that does not soak in to the ground) flows across the ground and pavement into the storm sewers. As storm water runoff moves over the ground, it picks up and carries with it natural and manmade pollutants. These pollutants include: excess fertilizers and herbicides used on lawns, oil dripping from cars, improperly disposed chemicals, improperly disposed yard waste, sediment from erosion, pet waste and trash. The polluted runoff flows through the storm sewer underground and is released into a local waterway, like a nearby creek or river. The Environmental Protection Agency has determined that the non-point source pollution is a major cause of our nation's water quality problems. Storm drain marking projects are geared to address activities that contribute to non-point source pollution, such as uninformed or careless people dumping oil, antifreeze, excess herbicide, or yard waste into a storm drain, or throwing trash onto the street. "Storm drain marking", is one way to constantly remind the public that **storm sewers are for water and not trash.**



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How to Get Started

Storm Drain Marking is an “awareness” project designed to introduce children and adults to environmental issues.

Before you begin your project, call your municipality’s Public Works Department and secure permission to mark the drains.

Plan your project in advance to give your group an opportunity to become more familiar with the project’s issues and processes.

The following checklist will guide you through the process and start you on your way.

- ❑ Organize your group/recruit volunteers.
- ❑ Choose the location for your project (typically a neighborhood).
- ❑ Contact the City of Green Bay Public Works Department at 920.448.3100, regarding interest in the storm drain marking idea, and the supplies needed for the project (safety vests, door hangers), along with the markers and adhesive discs.
- ❑ Organize a brief meeting prior to going out and marking, to review safety rules, location, marking methods, clean-up activities, door hangers and other information needed.
- ❑ Have fun and experience the satisfaction of helping protect the environment.

How to Encourage Support and Promote the Project

The best way to encourage support is to promote your group or organization and the purpose of your project in the area where you plan to install markers. This will help individuals understand the project goals and persuade people to volunteer in the effort.

- Inform other community groups in your area about the project.
- Distribute brochures/flyers about the project.
- Inform local school(s) of the activity.



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Organizing the Drain Marker Activity

Before you start marking storm drain inlets (catch basins), you will need to organize teams, obtain supplies, and review the safety procedures. Also, make sure the weather conditions are acceptable for ensuring the effectiveness of the adhesive, with the temperature above 50° F and dry.

The team should have at least 2-6 (depending on age), members assigned as follows:

MOST IMPORTANTLY: "SAFETY FIRST"

- **2** people marking drains (all should wear safety vests)
- **1-2** people wearing safety vest and watching traffic (2 monitors are preferred)
- **2** people delivering door hangers to the homes and businesses on the street where drains are to be marked, "DO NOT" go to the door without an adult present.
- **1** adult (if the group consists of young people under 18 years old)
- (Note that the numbers above are a minimum recommendation, and group members can switch jobs periodically.)

Material needed for each group:

- ☐ Storm Drain Markers
- ☐ Marker Adhesive Discs
- ☐ Door Hangers
- ☐ Trash bags
- ☐ Buckets to carry project supplies
- ☐ 3-6 or more safety vests
- ☐ Waivers

What to wear when marking:

- ✓ Wear old light colored comfortable clothes.
- ✓ Wear old shoes/sneakers.
- ✓ Individuals who are marking and monitoring traffic should always wear safety vests
- ✓ Wear gloves to pick up trash (paper & bottle), "**DO NOT**" pick up any syringes/needles or suspicious looking objects, report it to an adult.



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Storm Drain Marker Safety Rules

- Be conscious of vehicular traffic.
- Do not carry or wear IPods or headsets during the project.
- Use caution when crossing streets.
- Use care when picking up litter. Never pick up syringes or suspicious looking objects, report the item(s) to an adult. (Gloves are highly recommended)
- Don't approach houses to place door hangers when dogs are in the yard or on the porch.
- Stay away from parked vehicles. Team members are personally responsible for property damages.
- Be courteous to passerby and homeowners who inquire about the project
- Each team member, whether you're marking the storm drain inlets (catch basins) or watching out for traffic, must wear a safety vest at all times.
- Do not mark drains at peak traffic times
- **One of the team members must.....**
- Have transportation available in case of an emergency.
- Carry a cell phone in case of an accident.
- "Be an adult" when accompany a team of kids under 18 years old.

I have read and will follow all of the above rules.

Signature: _____

Date: _____



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Storm Drain Inlet Marker Installation Instructions

- 1.) Clean the surface with a wire brush or stiff broom (see pictures below). The surface must be clean and free of any dirt or loose debris. The presence of any foreign material may affect the installation. The surface must also be dry and the temperature above 50°F.



- 2.) Peel the backing paper from one of the adhesive disk and apply to the curb (see pictures below), firmly press the adhesive disk to the curb. Then peel off the remaining paper and apply the marker to the adhesive disk.



- 3.) Place the marker so that the wording is facing the street. **"Note: make sure you have the marker positioned correctly, because you cannot reposition after being applied"**. After applying the marker, use a rubber mallet or step on the entire surface of the marker including the edges, to press down into the adhesive (see pictures below).



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While the marker installation procedure is in progress, other members of the team should distribute the door hangers to the home on the street. Door hangers can be put on doorknobs.

Remember to stay off lawns and walk on the sidewalks. Team members should conduct themselves in an orderly and courteous manner. As an optional activity, your group may elect to pick up all the litter around the inlet.

When the storm drain inlet (catch basin) marking project is completed:

- ☐ Ensure the trash is picked up and is disposed of properly.
- ☐ Return unused marking supplies and safety equipment to the City of Green Bay DPW-Engineering Division.

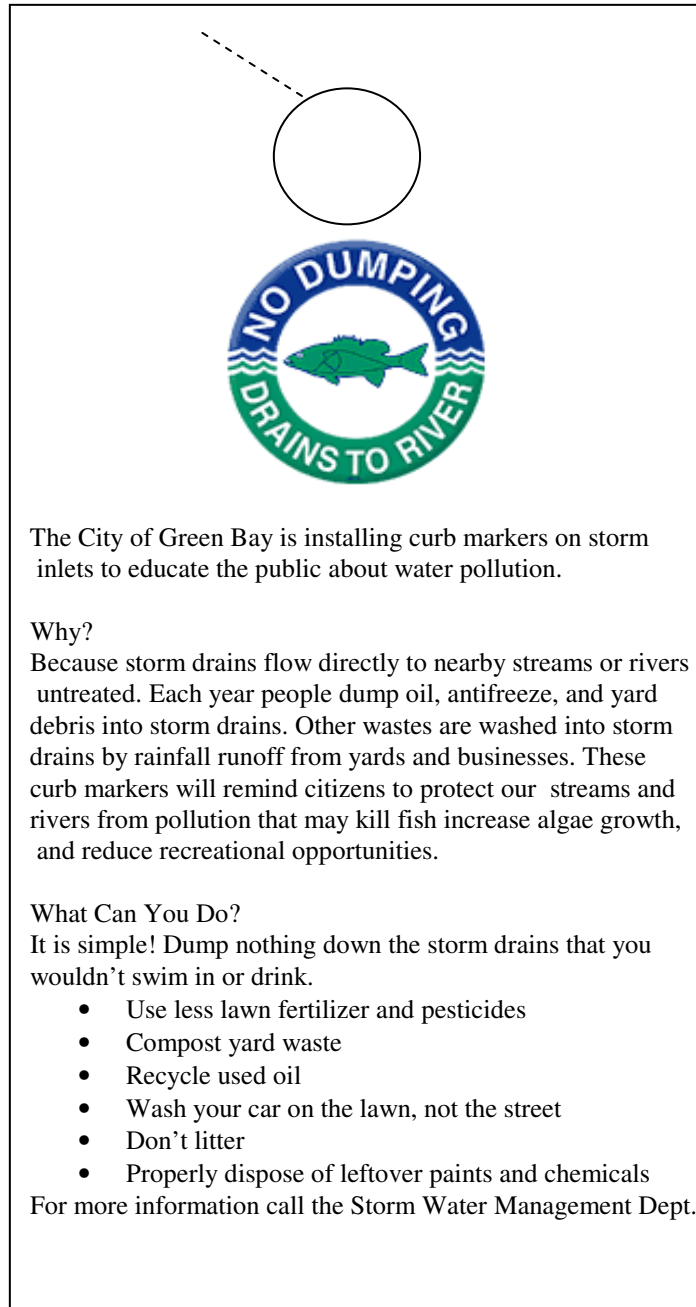


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Example of a Door Hanger

The following is an example of a door hanger. Door hangers can be designed to be hung on a doorknob, or rolled up and put on a doorknob with a rubber band. Be sure that the door hanger is secured to the door so that it doesn't blow away and litter the street.



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Storm Drain Marker Installation Project and Street Assignment Sheet

Name of Organization/Group: _____

Group Leader: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Day): _____ Phone (Evening): _____

Project Details:

Number of Participants: _____ Age of Participants: _____

Community Areas Marked: _____

Street Addresses for Areas Marked: _____

Number of Storm Drains Marked: _____ Date of Event: _____

Total hours volunteered (approximately): _____

Quantity of Door Hanger Distributed: _____

Return supplied project/safety equipment: _____ safety vests, _____ markers,
_____ adhesive discs, _____ and unused supplies.

Thank you for your participation.



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Storm Drain Inlet Marker Installation Project Waste Tracking Form

Use this Waste Tracking Form as an attachment to the Storm Drain Marker Installation Project Data Sheet to record information about trash observed or collected from around the drain inlets marked during the event.

Name of Organization/Group: _____

Group Leader Name: _____

Directions:

Identify the type of waste found within six (6) feet of the storm drain inlet (catch basin). Place a check by each type of waste found, under the appropriate location. Upon completion of marking, record the total number of marked storm drain inlets (catch basins) at each location.

	Location				
Type of Waste found in Area	Residential Area	Business District	School/ University	Shopping Center	Total
Cans					
Cigarette Butts					
Fast Food Containers					
Foam Pieces					
Food/Garbage					
Glass Bottles/Lids					
Grass Clippings & Leaves					
Paper					
Plastic Containers					
Plastic Bags or Wrappers					
Other					
No. Of Inlets Marked					



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